

Recruiting Company Commander First Sergeant Course (RCCFSC)

Purpose: To provide training for newly assigned company commanders, master sergeants, and sergeants first class designated to assume company commander and first sergeant positions within USAREC.

Scope: The curriculum addresses recruiting doctrine, policies, programs, procedures, and adaptive leadership. The course includes instruction, practical exercises, and experience-based training to assist new company commanders and first sergeants planning recruiting operations.

Prerequisites:

a. Company commanders and First Sergeants must access, register and complete the Company Commander/First Sergeant Pre-Command Course (CCFSPCC) (ID # 92013) lessons taught via the Army Learning Management System (ALMS) prior to attending Phase II, a 3-week resident course taught at the RRS.

1. CCFSPCC - Lesson 00 - Course Introduction
2. CCFSPCC - Lesson 01 - Establish and Maintain a Positive Command Climate
3. CCFSPCC - Lesson 02 - Unit Leader Development - Active/USAR
4. CCFSPCC - Lesson 03 - Unit Training Management
5. CCFSPCC - Lesson 04 - Army Retention Program
6. CCFSPCC - Lesson 05 - Health Promotion Programs
7. CCFSPCC - Lesson 06 - Comprehensive Soldier and Family Fitness Program
8. CCFSPCC - Lesson 07 - Soldier Medical Readiness
9. CCFSPCC - Lesson 08 - Concussion/Mild Traumatic Brain Injury
10. CCFSPCC - Lesson 09 - Suicide Prevention
11. CCFSPCC - Lesson 10 - Family Programs
12. CCFSPCC - Lesson 11 - Military Justice - Active/ARNG
13. CCFSPCC - Lesson 12 - Good Order and Discipline
14. CCFSPCC - Lesson 13 - Equal Opportunity Program
15. CCFSPCC - Lesson 14 - Sexual Harassment/Assault Response and Prevention
16. CCFSPCC - Lesson 15 - Army Substance Abuse Program
17. CCFSPCC - Lesson 16 - Company Administrative Policies and Procedures
18. CCFSPCC - Lesson 17 - Command Supply Discipline and Unit Maintenance
19. CCFSPCC - Lesson 18 - Managing Personnel with Clearances/Access to Classified Information
20. CCFSPCC - Lesson 19 - Army Profession

b. Use the following instructions to complete required Phase 1 training on line:

1. Phase 1 is accessible on the Army Learning Management System (ALMS) via AKO.
2. Use the drop-down arrow under the Self Service tab in AKO to locate My Education.
3. Clicking My Education will take you to the ALMS banner.
4. Click ALMS to open and click "Go To ALMS Homepage".
5. Click on "Advanced Search" link and on next page click the "Course Offerings" link.

6. Write CCFSPCC in the “Title” box, and then click on “Search Training Catalog” button.
7. Click on Register to enroll and launch separately each of the classes listed under the Offerings Title classes for the CCFSPCC Lessons.

Note: Ensure you have copies of your certificates available during in-processing.

c. It is a course graduation requirement and highly recommended that all company commanders and first sergeants complete the following dL courses prior to reporting to the course.

1. Commander’s Safety Course (CSC) (ID # 2G-F94V3.1)
2. Composite Risk Management (CRM) Course (ID # 2G-F97_DL)
3. Army Accident Avoidance Course (ID, Version # 00028050)

d. This link provides instructions for registering for the Commanders Safety Course and the Composite Risk Management Course.

<https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>

1. Access ALMS via AKO and retrieve your Army Accident Avoidance Course certificate if still valid and bring to course.
2. If you have not taken the course, or if it has expired, please click on link below and go to the Course Search tab for enrollment and completion of the course.

<https://www.lms.army.mil/Saba/Web/Main>

e. You are required to complete all lessons and bring copies of all certificates/scores.

f. Upon arrival student will:

1. Day zero (Sunday). Report to the location directed in your welcome letter sent by the Recruiting and Retention School’s operations office.
2. Day 1 (Monday). Report to Bldg 6579 Fort Knox, KY. This will be a long day; in-processing begins at 0600, starting with Ht/Wt in full PFU. Bring your ACU’s if you are housed off-post; class will begin at 0800 in ACU’s. Documents that will be needed are a copy of your orders and additional documents that will be needed on digital format is also a copy of your orders, each certificate from all your DL courses listed above that shows completion.
3. Day 3 (Wednesday). You will take an APFT at 0530 in full PFU.
4. Day 10 (Friday). The RRS cadre will inspect your ASU uniform that morning: in the hallway in front of the classroom. After the inspection, you will continue the rest of the day in your Class B uniform.
5. e. Day 15 (Friday). The graduation ceremony is conducted in the school’s auditorium. The uniform for graduation is ASU’s. You should not make flight arrangements to depart before 1200 hours.

g. Click on the links below to access a copy of a map of Fort Knox and USAAC Form 101.

Please complete the USAAC Form 101 and send a copy back to us NLT Thursday of the week prior to reporting to the course. This will ensure that you are able to access the reports and documents needed throughout the course.

1. Fort Knox Map: http://www.knox.army.mil/About/docs/knox_map.pdf
2. USAAC Form 101: <http://www.usaac.army.mil/downloads/ac101.pdf>

h. Ensure you have two (2) copies of the following documents on hand:

1. DD 1610, TDY/PCS orders (if you are TDY en-route please ensure you have a DA FM 31 that covers your entire trip, including your travel from the RRS to your new duty station)
 2. Profiles (if you are on a temporary profile that prevents you from taking the APFT or an aerobic event please contact me immediately and send a scanned copy. The RRS Commandant will have to approve your attendance prior to your arrival. If you have a P3 Permanent Profile, ensure you have your MRB results.
- i. Please DO NOT complete the TAIS survey prior to your arrival; you will complete it during the course. Some of you may receive instruction to complete the TAIS survey prior to your arrival, please disregard.
- j. If you have any special housing requirements, i.e. traveling with Family members and/or pets, please contact the NCOIC of the RCCFSC ASAP.
- k. If you have any question please feel free to contact Student Operations at Fort Jackson, 803-751-8795.
- l. We look forward to your arrival and have a safe trip to Fort Knox, KY.